



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Legal
Sub-Section:

TITLE: Administrative Hearing Records

CUTOFF: Resolution or dismissal

DESCRIPTION: Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24398

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Attorney General Legal Opinions

CUTOFF: Completion of incident or trial related to opinions

DESCRIPTION: Legal opinion prepared by the Attorney General of Missouri for an institution.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Institution copy. Originals in Attorney General's Office.

DISPOSITION ACTION: Destroy

SERIES: 24400

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Bids or Proposals - Awarded

CUTOFF: Completion of contract

DESCRIPTION: Records related to contracted proposals for institution-funded projects or purchases.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24402

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Legal
Sub-Section:

TITLE: Bids or Proposals - Not Awarded

CUTOFF: EOFY in which contract is awarded

DESCRIPTION: Records related to contractors' rejected proposals for institution-funded projects or purchases.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24401

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Contracts - Financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the institution and involves money, real estate, or deeds, per RSMo 516.110.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24403

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Contracts - Non-financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the institution that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24404

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Legal
Sub-Section:

TITLE: Institution Counsel Legal Opinions		CUTOFF: EOSFY in which opinion is rendered	
DESCRIPTION: Documentation of an institution's role in the process to develop, request, respond to, or present opinions on legal matters directly related to institution programs or functions generated by in-house counsel or retained legal counsel.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to appropriate archives	
SERIES: 24399	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Legal Files		CUTOFF: EOFY in which resolved or adjudicated	
DESCRIPTION: Papers arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by institutional counsel or retained legal counsel.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24405	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Memoranda of Understanding or Agreement		CUTOFF: Expiration of memorandum of understanding or agreement	
DESCRIPTION: Legal documents representing understandings between different departments of the institution with other departments, state offices, federal offices, or other entities.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24406	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016